

15 FEB 1967

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Biographic Data and Procedures Pertaining to
Contract Employees

1. This memorandum is for your information only.
2. The Inspector General has reviewed the Agency's requirements for biographic information on contract employees and has found considerable variation among components. Also, in accordance with long standing procedures, there is no complete centralized repository of such data Agency-wide. The records of the Offices of Personnel and Security serve their special purposes but do not ensure that all management data that may be needed will be available on a timely basis.
3. You have asked that I report to you on the above subject describing the Agency's present practices, together with recommendations for improvement. To accomplish this, I have asked the Director of Personnel to chair a committee of representatives of the Clandestine Services and the Offices of Security and Medical Services. Representatives of the Directorate of Intelligence and the Directorate of Science and Technology have been requested to participate to the extent deemed necessary considering the relatively small number of contract employees in these components.
4. The committee will begin its work within the week and will report significant developments on an interim basis.

GROUP 3 - Excluded from automatic downgrading and declassification

EO-DD/S:VRT/ms (14 Feb 67)

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